

SECRET

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FILE *Training 3*
8 APR 1969

MEMORANDUM FOR: Training Officer, Office of Communications
Training Officer, Office of Finance
Training Officer, Office of Logistics
Training Officer, Office of Medical Services
Training Officer, Office of Personnel
Training Officer, Office of Security
Training Officer, Office of Training
Training Officer, Support Services Staff

SUBJECT : Nominations for Fellowships in Congressional Operations

Attached is a memorandum from the Executive Secretary, Training Selection Board to the Senior Training Officers and an announcement from the U. S. Civil Service Commission regarding the Fellowships in Congressional Operations. Nominations should reach this office not later than 21 April in order to meet the Training Selection Board deadline.



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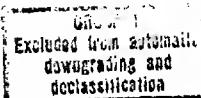
Senior Training Officer
Deputy Director for Support

Atts

Distribution:

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✓1 - DD/S Subj w/cy of memo
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ADMINISTRATIVE INFORMATION ONLY

3 April 1969

MEMORANDUM FOR: Senior Training Officers - O/DCI, DDI, DDP, DDS, DDS&T
SUBJECT: Nominations for Fellowships in Congressional Operations

1. Attached for distribution to your training officers are copies of the announcement on the 1969-70 Fellowships in Congressional Operations. The Civil Service Commission co-sponsors the Fellowship program with the American Political Science Association. A primary objective of the program is to provide an opportunity for promising young Federal executives to acquire a thorough understanding of congressional operations. Such knowledge is expected to be valuable to them and to the programs in which they will serve as they progress to positions of greater responsibility.

2. Each department and agency may nominate three candidates. The nominating criteria appearing in the announcement provide a reasonable guide for the selection of a candidate. In past years, our nominees have been in the 30 to early 40's age bracket. The program is open to both men and women.

3. Since the Civil Service Commission was later this year in sending out the announcement, accelerated action will be required to meet the 9 May deadline for nominations. Please submit your nominations to the Executive Secretary, Training Selection Board, by the close of business Friday, 25 April. Six copies of an up-to-date biographic profile and the two most recent fitness reports should accompany each nomination. Please note that the required statements from the nominee's supervisor and the nominee must be unclassified (ref. Nominating Procedure in announcement). It is not necessary to submit a completed Standard Form 171 (formerly S.F. 57) at this time.

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Executive Secretary
Training Selection Board

Attachments

ADMINISTRATIVE INFORMATION ONLY